

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

HEALTH CARE PROGRAM ANALYST SENIOR

Role Title: Health Care Compliance Specialist I

Position #00077

Pay Band 4, Level I - Hiring Range: \$31,979 - \$54,000

Closing Date: July 28, 2014

Program Operations Division. This position determines eligibility and cost-effectiveness of new applicants for the Health Insurance Premium Payment (HIPP)/HIPP for Kids Program. The senior analyst reviews cases, responds to questions from staff, and manages assigned cases using established guidelines. The Analyst is also responsible for training new associates and providing ongoing training to staff. Applicants must have comprehensive knowledge of health care practices, health insurance operations, and health insurance claims processing. Requires knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations, federal and state regulations, and policies regarding health care. Must have some experience reviewing medical information to determine the cost-effectiveness of insurance. Requires experience in the health care industry performing financial calculations, interpreting policies and regulations, and providing interpretations to employers, caseworkers and insurance carriers. Requires proficiency using various computer systems and software applications including Oracle and Microsoft Office database, spreadsheet and word processing. Must have proven ability to communicate effectively both orally and in writing as well as develop and edit correspondence, and provide training. Requires demonstrated experience developing and maintaining technical and procedural guides. Experience as a lead to fellow staff members is preferred. Training in health care administration, business, information management systems or equivalent work experience preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA